✔What information should you bring to be issued a Common Access Card?

Military and Civilian Employees (including appropriated and non-appropriated funded and direct and indirect hire foreign nationals)

1. **A picture ID**

2. **Your government email address** if you use a government computer. Be sure to print clearly your full unclassified Internet email address (not your display name). Your computer system administrators can assist you with documenting your email address.

   - If you bring the wrong address and/or it is entered incorrectly, you will have to return later to correct it.
   - Personal email addresses (e.g., aol accounts) will not be accepted

3. **A six (6) to eight (8) digit number to use as a Personal Identification Number (PIN).** It should not be a number derived from something easily known about you such as part of your SSN, birthday or anniversary date of you or a family member, telephone number, or address.

New DoD Civilian Employees, Government Contractors, or Others not listed above

1. **Two picture IDs**

2. **Your email address (see above)**

3. **A six (6) to eight (8) digit number (see above)**

4. **Completed and signed DD 1172-2**

For more information regarding the Common Access Card, please access us on the web at:
http://www.dmdc.osd.mil/smartcard/

DEERS/RAPIDS Program Office
United States: (703) 696-2000
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